

ANC QUARTERLY REPORT OF FINANCIAL ACTIVITY
FY 2018 Quarter 2: January to March 2018

Quarterly Report Period Covered FY 2018 Quarter 2

ANC 2B

Summary of Receipts and Disbursement: Checking Account

Balance Forward (from "Ending Balance" of Previous Quarterly Report) **\$54,905.24**

Receipts:

District Allotment	\$0.00
Interest	\$0.00
Other	\$37.65
Transfer(s) from Savings Acct.	\$0.00

Total Receipts **\$37.65**

Total Funds Available **\$54,942.89**

Disbursements

1 Personnel	\$3,665.43
2 Direct Office Cost	\$0.00
3 Communication	\$310.00
4 Office Supplies, Equipment, Printing	\$8.24
5 Grants	\$0.00
6 Local Transportation	\$0.00
7 Purchase of Service	\$913.70
8 Bank Charges, Transfers and Petty Cash	\$39.00
9 Other	\$25.00

Total Disbursements

\$4,961.37

Ending Balance: (Should Agree with Checkbook Balance at End of Quarter)

\$49,981.52

Approval Date By Commission:

5/9/2018

Treasurer

[Redacted Signature]

Chairperson

[Redacted Signature]

Secretary Certification

[Redacted Signature]

Date

5/9/2018

I hereby certify that the above noted quarterly financial report has been approved by a majority of Commissioners during a public meeting in which there existed a quorum.

CHECK LISTING

ANC 2B

Please list each check issued this quarter, including voided checks, and submit copies of your bank statements, back and front of canceled checks, receipts/invoices, contracts, agreements, grant request letters, minutes, and any other documentation that supports the disbursements listed herein. **Failure to submit copies of appropriate supporting documentation will result in disallowance of the related disbursement.**

Check #	Date	Payee	Amount	Expense Category #	Purpose of Expenditure	Date Approved
N/A	1/2/18	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2416	1/10/18	Peter Sacco	\$850.42	1	Monthly salary for the ANC's Executive Director	Budgeted
2417	1/10/18	Verizon	\$41.91	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2418	1/10/18	Verizon	\$39.99	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2419	1/10/18	Suite Services	\$237.94	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2420	1/10/18	The ANC Security Fund	\$25.00	9	Annual participation in the ANC Security Fund	Budgeted
2421	1/10/18	United States Treasury	\$600.24	1	Quarterly federal employment taxes for Executive Director	Budgeted
2422	1/10/18	Department of Employment Services	\$54.00	1	Quarterly state unemployment insurance contribution for Executive Director	Budgeted
2423	1/10/18	DC Treasurer	\$434.93	1	Annual state income tax withheld for Executive Director	Budgeted
N/A	2/1/18	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
N/A	3/1/18	PNC Bank	\$13.00	8	Monthly bank service charge	Budgeted
2424	3/14/18	Peter Sacco	\$862.92	1	Monthly salary for the ANC's Executive Director	Budgeted
2425	3/14/18	Peter Sacco	\$862.92	1	Monthly salary for the ANC's Executive Director	Budgeted
2426	3/14/18	Verizon	\$83.82	3	Monthly service charge for Verizon phone service for the Dupont Circle Resource Center	Budgeted
2427	3/14/18	Verizon	\$79.98	3	Monthly service charge for Verizon internet service for the Dupont Circle Resource Center	Budgeted
2428	3/14/18	Peter Sacco	\$11.95	3	Reimbursement for renewal of the ANC's domain name	Budgeted
2429	3/14/18	Peter Sacco	\$52.35	3	Reimbursement for renewal of the ANC's website hosting service	Budgeted
2430	3/14/18	Peter Sacco	\$8.24	4	Reimbursement for the purchase of office supplies	Budgeted
2431	3/14/18	Suite Services	\$264.38	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2432	3/14/18	Suite Services	\$264.38	7	Monthly charge for cleaning services for the Dupont Circle Resource Center	Budgeted
2433	3/14/18	Peter Sacco	\$147.00	7	Reimbursement for monthly service charges for the ANC's Backpack internal work website	Budgeted
Total			\$4,961.37			

(1) If ongoing operating expense, indicate "Budget" and date budget was approved. If not included in approved budget, indicate date Commission approved the expenditure at a public meeting.

INCOME FORM

ANC **2B**Check if ANC has NO Savings Account ☒

SAVINGS ACCOUNT

Balance Forward: (from "Ending Balance" of Previous Quarterly Report) \$0.00**Receipts:**

Transfer(s) From Checking Account	\$0.00	
Other (Interest Earnings, etc.)	\$0.00	
Total Receipts		\$0.00

Total Funds Available: \$0.00**Disbursements:**

Transfer(s) to Checking	\$0.00
Other	\$0.00

Total Disbursements \$0.00**Ending Balance:** \$0.00

CHECKING AND SAVINGS ACCOUNT DEPOSITS

Please list each deposit made this quarter into the ANC's checking and savings account**Deposits to Checking Account**

(Include transfers from savings account)

Date	Amount	Source/Description
2/14/18	\$37.65	Reimbursement for duplicate check (see Check #2403 documentation from FY 2018 Quarter 1 financial report)

Deposits to Savings Account

(Include transfers from checking account)

Date	Amount	Source/Description